

**MINUTES**  
**METROPOLITAN CIVIL SERVICE COMMISSION**

**FEBRUARY 11, 2003**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on [February 11, 2003](#) in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:35a.m.

**Commission Members present:** Vice-Chairman R. Steve Corbitt, Mr. Michael C. Allen, Ms. Janet Rachel and Mr. Greg Rodriguez.

**Other Members present:** Mr. John W. Lynch, Director of Human Resources, Mr. Randy Lovett, Assistant Director of Human Resources, and Mr. Mike Safley, Metro Legal Department - Attorney.

**Others Not Present:** Chairman William H. Farmer could not attend.

**MINUTES:** Vice-Chairman Corbitt called the meeting to order and said the first order of business was to determine if there were any amendments, corrections or questions of the minutes from the last regular meeting held on [January 14, 2003](#). With one correction, it was noted that Commissioner Rachel was not at the regular meeting in January. Nothing further was noted and *Commissioner Rachel moved for approval. Commissioner Allen seconded and the Commission approved without objection.*

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>CARING FOR CHILDREN</u></b>			
Campbell, Bonnie B.	Administrative Assistant	New Hire	01/06/03

**CODES**

Roberts, Charles E.	Mech/Gas Inspector 1	New Hire	01/01/03
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**FINANCE**

Boydston, Charlotte A.	Office Support Specialist 2	Promotion	01/16/03
Carlton, Janice D.	Office Support Specialist 2	Promotion	01/16/03
Grigsby, Shirley A.	Office Support Specialist 2	Promotion	01/16/03

**FIRE**

Ashburn, Jerry F.	Emergency Medical Tech 1	New Hire	01/01/03
* Brookshire, Evante D.	Fire Fighter 1	Class Change	01/16/03
* Burgess, Brenda S	Fire Fighter 1	Class Change	01/16/03
Carty, Martin E.	Emergency Medical Tech 1	New Hire	01/01/03
Esquilla, Maria R.	Emergency Medical Tech 1	New Hire	01/01/03
Gilmore, James F.	Emergency Medical Tech 1	New Hire	01/01/03
Hale, David E.	Equipment & Supply Clerk 3	New Hire	01/16/03
* Hessey, Richard S.	Fire Fighter 1	Class Change	01/16/03
Natali, Michael A.	Emergency Medical Tech 1	New Hire	01/01/03
Nichols, Scott T.	Emergency Medical Tech 1	New Hire	01/01/03
Orman, J K	Emergency Medical Tech 1	New Hire	01/01/03

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>FIRE</u></b>			
Plummer, Robert O.	Emergency Medical Tech 1	New Hire	01/01/03
Reine, Brian K.	Emergency Medical Tech 1	New Hire	01/01/03
Stephens, Arica C.	Emergency Medical Tech 1	Rehire	01/01/03
Washington, Kela M.	Office Support Rep 2	New Hire	01/16/03
Webb, Johnathan E.	Emergency Medical Tech 1	New Hire	01/01/03

\* Class Change From Fire/EMT Dispatcher (PS4) To Fire Fighter 1 (PS3)

**GENERAL SERVICES**

* Alexander Jr., Newsom K	Equipment & Supply Clerk 2	Department Transfer	01/01/03
* Angell, Clyde E.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Atwood, Dianna L	Administrative Assistant	Department Transfer	01/01/03
* Baird, Adam B.	Equipment Servicer	Department Transfer	01/01/03
* Beauman, Steven G	Automotive Shop Supervisor	Department Transfer	01/01/03
* Bell, Andrew W.	Equip Mechanic	Department Transfer	01/01/03
* Beshearse, Ricky E.	Parts Supervisor	Department Transfer	01/01/03
* Biggs, Malcolm R	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Binkley, Dana W.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Breeden, Larry T	Automotive Mechanic Leader	Department Transfer	01/01/03
* Brown, Harold R.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Bruggeman Jr., Joseph W.	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Capley, Neil B.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Carlisle, Brad	Equipment Mechanic-Certified	Department Transfer	01/01/03
* Cleveland, Ronald E	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Collins, Stephen J.	Equipment Mechanic	Department Transfer	01/01/03
* Copeland, Clifford C	Equipment Servicer	Department Transfer	01/01/03
* Cruse, Steve C	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Daugherty, Robert W.	Tire Servicer	Department Transfer	01/01/03
* Davenport, Harold M	Data Entry Operator 2	Department Transfer	01/01/03
* Davies, James W.	Equipment Mechanic	Department Transfer	01/01/03
* Dennis, Michael S.	Equipment Shop Supervisor	Department Transfer	01/01/03
* Denson, Archie C.	Paint & Body Repairer	Department Transfer	01/01/03
* Dotson, William E.	Equip Mechanic	Department Transfer	01/01/03
^ Douglas Jr., William W.	Manager Of Fleet Operations	Class Change	12/18/02
Dungey, Carole E	Office Support Rep 3	Promotion	01/16/03
* Edens, James R.	Automotive Mechanic-Cert	Department Transfer	01/01/03
Foglesong Jr., James S	Automotive Mechanic Leader	Promotion	12/16/02
* Fox Jr., Offie C.	Equipment Mechanic	Department Transfer	01/01/03
* Frame, Owen W.	Emergency Vehicle Tech 2	Department Transfer	01/01/03
* Fulton, Harold K.	Equipment Servicer	Department Transfer	01/01/03
* Fults, Donnie C	Equipment Mechanic-Certified	Department Transfer	01/01/03
* Gable, Willie L	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Gore, James M.	Equipment & Supply Clerk 1	Department Transfer	01/01/03
* Graves, Paul E.	Mechanic Helper 1	Department Transfer	01/01/03
* Gray, Kenneth L.	Equipment Mechanic-Certified	Department Transfer	01/01/03
* Haines, Stephen D.	Equipment Servicer	Department Transfer	01/01/03
* Hancock, Paul W	Equipment Mechanic	Department Transfer	01/01/03

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>GENERAL SERVICES</u></b>			
* Harper Jr., William H.	Mechanic Helper 1	Department Transfer	01/01/03
* Harris, Michael R	Automotive Svc Writer	Department Transfer	01/01/03
* Hawkins, Daryl J	Equipment & Supply Clerk 3	Department Transfer	01/01/03
* Heath, Henry W	Automotive Mechanic	Department Transfer	01/01/03
* Henry, Joseph D.	Equipment Mechanic	Department Transfer	01/01/03
* Herring, Kenneth H.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Hodges, Dwayne A	Equipment Servicer	Department Transfer	01/01/03
* Hughes, Dalton R.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Hughes, Donnie L.	Equipment Shop Supervisor	Department Transfer	01/01/03
* Johnson Jr., Hural L.	Welder	Department Transfer	01/01/03
* Johnson, Darryl W.	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Keeling, Leslie R	Parts Supervisor	Department Transfer	01/01/03
* Leftwich, Samuel S.	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Lewis, Gregory W.	Automotive Mechanic	Department Transfer	01/01/03
* Majors, Erick	Equipment Servicer	Department Transfer	01/01/03
* Martin, Phillip W.	Equipment Mechanic	Department Transfer	01/01/03
* May, Jesse A	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* McArdle, Dorian P.	Equipment Servicer	Department Transfer	01/01/03
* Mendez, Cesar A.	Equipment Servicer	Department Transfer	01/01/03
* Moore, Steven B	Maintenance & Repair Worker 2	Department Transfer	01/01/03
* Moseley, Jerry F	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Murphy, James E.	Mechanic Helper 1	Department Transfer	01/01/03
* Napier, Jeffrey A.	Equip Mechanic	Department Transfer	01/01/03
* Neville, Larry G	Automotive Mechanic Leader	Department Transfer	01/01/03
* Oliver, David A.	Equipment Servicer	Department Transfer	01/01/03
* Phillips, Frank A.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Porter Sr., Paul E	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Porter, Boyd F	Equipment & Supply Clerk 1	Department Transfer	01/01/03
* Riley, Larry L.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Riley, Mark A.	Equipment Mechanic	Department Transfer	01/01/03
* Rogers, Kevin M.	Automotive Mechanic	Department Transfer	01/01/03
* Russell, Alan B.	Welder	Department Transfer	01/01/03
* Schnakenberg, Donald	Automotive Mechanic Leader	Department Transfer	01/01/03
* Schoening, Clarence E.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Scott, Michael E.	Equipment Mechanic	Department Transfer	01/01/03
* Shadowens, Jessie L.	Maintenance & Repair Worker 3	Department Transfer	01/01/03
* Simmons, Richard C.	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Singer, Charles H	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Smith, Timothy G.	Emergency Vehicle Tech 1	Department Transfer	01/01/03
* Spray, Howard E.	Automotive Mechanic Leader	Promotion	12/16/02
* Thompson, George W.	Tire Servicer	Department Transfer	01/01/03
* Tucker, Deborah L.	Office Support Spec 1	Department Transfer	01/01/03
* Underwood, Donald D	Automotive Mechanic-Cert	Department Transfer	01/01/03
* Vester, Samuel R.	Equipment Mechanic	Department Transfer	01/01/03
* Vu, Phong T.	Equipment Inventory Asst 2	Department Transfer	01/01/03
* Vu, Vuong D.	Equipment Mechanic	Department Transfer	01/01/03
* Waffird, Jerry D.	Equipment Servicer	Department Transfer	01/01/03
** Watson Jr., Roy A	Bldg Maintenance Lead Mechanic	Class Change/Lateral	01/01/03

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>GENERAL SERVICES</u></b>			
* York, Bryan K.	Paint & Body Repairer	Department Transfer	01/01/03
* York, John W.	Equipment Mechanic	Department Transfer	01/01/03

- Department Transfers From Fire, Public Works, Water And Parks To The Office Of Fleet Management.
- According to the MOU, those listed Fire employees are administratively assigned to the Office of Fleet Management.

^ Class Change From General Services Division Manager To Manger Of Fleet Operations (SR15)

\*\* Lateral Class Change From Building And Grounds Electrician (TG12) To Bldg Maintenance Lead Mechanic ( TI10)

**HUMAN RESOURCES**

Gilbert, Malinda C.	Human Resources Analyst 1	New Hire	01/01/03
Hall, Ginger R	Human Resources Analyst 3	Promotion	01/16/03

**INFORMATION TECHNOLOGY**

* Carver, Derek C.	Info Systems Manager	Transfer To Civil Service	12/16/02
Corley, Aaron W.	Info Systems Analyst 1	Promotion	01/01/03
^ Smiley, Lori A.	Info Systems Manager	Dept Transfer/Class Change	01/01/03
* Walling, Phillip E.	Info Systems Analyst 2	Transfer To Civil Service	01/16/03

\* Transfer to Civil Service from Emergency Status.

^ Department Transfer from the Police Department, Lateral Class Change.

**METROPOLITAN CLERK**

Gore, Deborah G.	Office Support Spec 1	Re-Hire	01/01/03
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**PARKS**

* Ingram Jr., Edgar D	Custodian 1	Transfer To Civil Service	01/16/03
Street, Scott D.	Carpenter 1	New Hire	01/01/03

\* Transfer from Part Time worker to Full Time Civil Service.

**POLICE**

Buggs, Daisy B.	Police Executive Assistant	Promotion	01/01/03
Clark Jr., Emrick B.	Police Security Guard 2	Promotion	12/16/02
Clark, Philip	Police Officer 2	New Hire	12/30/02
Claybon, Erma A.	Police Executive Assistant	Promotion	01/01/03
Lenoir, Deborah L.	Police Operations Supervisor	Promotion	01/01/03
* Scruggs, Suzanne N	Police Operations Assistant 3	Class Change/Lateral	01/01/03

- Class change/Lateral from Computer Operator 2.

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>PUBLIC LIBRARY</u></b>			
Drake, Emily D	Library Manager 2	Promotion	01/01/03
Keirn, Laura J.	Circulation Assistant 1	New Hire	01/01/03
Robinson, Cari S.	Library Manager 1	New Hire	01/16/03

**PUBLIC WORKS**

* Cosby, Frederick D.	Maintenance & Repair Worker 3	Transfer To Civil Service	01/16/03
* Lowe Jr., Charles E.	Maintenance & Repair Worker 3	Transfer To Civil Service	01/16/03
* Maxwell, Michael L.	Maintenance & Repair Worker 3	Transfer To Civil Service	01/16/03
Moore, Randal W.	Maintenance & Repair Worker 1	New Hire	01/16/03
^ Dan Pursley Jr.	Info Systems Division Manager	Departmental Transfer	01/16/03
Taylor, Michael L.	Maintenance & Repair Worker 3	Promotion	01/16/03
Upchurch, Jerry L.	Sanitation Supervisor	Promotion	01/16/03

\* Transfer agreement from Thermal Plant to Civil Service.

^ Department transfer from Finance to Public Works/Lateral

**SHERIFF**

* Nichols, Lannie J.	Correctional Officer Sergeant	Return From IOD Pension	01/16/03
Perry, Ricky W	Correctional Officer 2	Promotion	01/16/03

\* Return from Pension to same classification.

**SOCIAL SERVICES**

* McGee, Sherry Denise	Social Work Tech	Transfer To Civil Service	12/16/02
Sylakowski, Pamela A.	Administrative Services Officer 4	New Hire	01/16/03
Williams, Dennis E	Social Worker 1	Re-Hire	01/16/03

\* Transfer from Part Time to Full Time Civil Service status.

**WATER AND SEWER**

Brown, Deric L.	Customer Service Field Rep 1	New Hire	01/16/03
Hamilton, Reta J.	Treatment Plant Tech 1	New Hire	01/01/03
Henderson, Gregory B.	Maintenance & Repair Worker 1	New Hire	12/30/02
Illarramendi, Michael A.	Customer Service Field Rep 1	New Hire	01/01/03
Johnson, Wendy	Treatment Plant Tech 1	New Hire	12/30/02
Kirk, Brian L.	Customer Service Field Rep 1	New Hire	01/16/03
Lee, Narcisco S.	Customer Service Field Rep 1	New Hire	01/16/03
Long Jr., William A.	Customer Service Field Rep 1	New Hire	01/16/03
Moore, Mahlon D.	Customer Service Field Rep 1	New Hire	01/16/03
Murray II, Frank W.	Customer Service Field Rep 1	New Hire	01/01/03
Waddell, Christopher H.	Customer Service Field Rep 1	New Hire	01/01/03

**MOTION:** *After some discussion, Commissioner Allen moved for approval of the appointments as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.*

### **TERMINATIONS/ PENSIONS**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Department</u></b>	<b><u>Date</u></b>
York, Don J	Fire Engineer	Pensioned	Fire	12/31/02
Abernathy Jr., Clifford D.	Paramedic 2	Pensioned	Fire	12/31/02
Haywood Sr., Marvin E.	Firefighter 3	Pensioned	Fire	12/31/02
Hoffman, Laura A.	Fire Marshal-Assistant	Pensioned	Fire	12/31/02
Tillman Jr., Edward L.	Firefighter 3	Pensioned	Fire	12/31/02
Martinez, Raul S	Custodial Services Supv	Pensioned	General Services	01/15/03
Simpson, Danny J.	Systems Advisor 1	Resignation	Information Technology	12/18/02
Whitehouse, Nancy S.	Probation Officer 1	Pensioned	Juvenile Court	12/16/02
Rucks Jr., Anderson C.	Probation Officer 2	Pensioned	Juvenile Court	12/16/02
Winters, Elston W.	Safety Coordinator	Pensioned	Parks	01/03/03
Carter, Dorothy I.	Emergency Telecom 2	Pensioned	Police	01/09/03
Gaiters III, Frank B.	Police Officer 2	Dismissal	Police	01/02/03
Heath, Donald R.	Police Lieutenant	Pensioned	Police	01/01/03
Roberts, William S.	Police Officer 3	Pensioned	Police	12/31/02
Hudgins Jr., Freddie L.	Info Systems Tech 1	Dismissal	Police	12/31/02
Rhein, Charles W.	Police Officer 2	Resignation	Police	12/19/02
Coats, Jane C.	Library Associate 1	Pensioned	Public Library	12/31/02
Cox, Louise R.	Circulation Assistant 2	Pensioned	Public Library	12/29/02
Hewgley, Joseph C.	Librarian 1	Resignation	Public Library	01/08/03
Hayes, Chasa A.	Property Guard 1	Resignation	Public Library	01/06/03
Sanders, Landal D	Correctional Officer 1	Resignation	Sheriff	12/31/02
Davis, Karen L.	Correctional Officer 1	Dismissal	Sheriff	12/18/02
Jarreld, Timothy W	Equip Mechanic	Resignation	Water And Sewer	12/17/02
Allen, Larry D	System Services Asst Mgr	Pensioned	Water And Sewer	12/31/02
Brown, Lueree R	Administrative Assistant	Pensioned	Water And Sewer	12/31/02
Harkreader, Joyce H	Office Support Rep 3	Pensioned	Water And Sewer	12/31/02

**MOTION:** *Commissioner Allen moved to accept the Termination / Pension Report for the dates and reasons stated. Seconded by Commissioner Rachel and the Commission approved without objection.*

### **ELIGIBILITY REGISTER REPORT**

<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Requesting Department</u></b>
Auto Shop Supervisor - Nights	Dept	General Services-Fleet
Human Resource Manager	Dept	Human Resources
Library Manager 1	Open	Library
Library Manager 2	Open	Library
Systems Advisor 1	Dept	Police
Administrative Services Manager - Paving	Open	Public Works
Equipment Operator 1	Dept	Public Works
Maintenance & Repair Worker 3 - Signs/Signals	Open	Public Works
Administrative Services Officer 4 - Social Services	Open	Social Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
12/17/01	Application Tech 1 - Call Center	Open	11
07/03/01	Emergency Vehicle Tech 2	Dept	03
01/03/02	Probation Officer 1	Open	83
09/19/01	Equipment & Supply Clerk 1	Open	41
08/11/00	Equipment Operator 2 - Nights	Open	04
05/08/01	Maintenance & Repair Leader 2 - Nights	Dept	03

**MOTION:** *Commissioner Allen moved to accept the Register Report as submitted. Seconded by Commissioner Rachel and the Commission approved without objection.*

**DEPARTMENTAL ITEMS**

**FINANCE**

**REQUEST:** Mr. David Manning, Director, represented by Ms. Talia Lomax-O'dneal, requested a \$2,000 Employee Bonus Award for Ms. Jeanne Henry, Finance Officer 3.

Ms. Lomax-O'Neil said Ms. Henry is a key person with the Results Matter program and has trained and assisted departments with development and implementation. Her commitment to this process exceeds expectations and she is an asset to the Metropolitan Government.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**CODES**

**REQUEST:** Mr. Terry Cobb, Director, requested approval for the following:

- a. Hire Above Base Ms. Linda Lichtenberger, Customer Service Supervisor, Step 4, effective February 16, 2003. SR-10

Mr. Cobb said Ms. Lichtnberger has extensive experience as a Certified Legal Assistant as well as a paralegal secretary. She has eleven years experience in codes administration within the public sector.

- b. Increment Advance for Jeffery Castleberry, Property Standards Inspector 2, from Step 8 to Step 10, effective February 16, 2003. SR-10

Mr. Cobb said that Mr. Castleberry has accepted additional duties related to reorganization of the Property Standards Division in the Codes Department. His performance has exceeded expectations and he is essential to the overall efficient operation of the department.

**MOTION:** *After some discussion, Commissioner Rodriguez moved for approval of the requests as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.*

LATE ITEM  
JUVENILE COURT

REQUEST: Judge Bettye Green requests approval for an Increment Advance for Ms. Susan Toothman, Office Support Representative 3, from Step 5 to Step 7, effective February 16, 2003. SR0605

Ms. Phoebe Johnson said Ms. Toothman will serve as administrative support for the Court Referees and other management staff in the Administrative Services Division. She is experienced and knowledgeable of the Juvenile Court and can be assigned the duties without additional training.

**MOTION:** *After some discussion, Commissioner Allen moved for approval of the requests as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.*

OFFICE OF EMERGENCY COMMUNICATIONS

REQUEST: Ms. Roxanne Brown, Director, requested approval of Increment Advances for the following: (Reference January 2003, Civil Service meeting – presentation by Director Billy Lynch concerning the E-911 transition process)

<u>NAME</u>	<u>TITLE</u>	<u>GRADE/STEP</u>	<u>AMOUNT</u>
Thomas Brown, II	Emergency Telecommunicator 3	SR09/step 06 to step 08	\$39,480 \$41,736
P. Hipsher,	Emergency Telecommunicator 3	SR09/step 06 to step 08	\$39,480 \$41,736
J. Mullican	Emergency Telecommunicator 3	SR09/step 01 to step 03	\$33,840 \$36,096
M. Peterson	Emergency Telecommunicator 3	SR09/step 05 to step 07	\$38,352 \$40,608
J. Reynolds	Emergency Telecommunicator 3	SR09/step 02 to step 04	\$34,968 \$37,224
B. Sanschargin	Emergency Telecommunicator 3	SR09/step 02 to step 04	\$34,968 \$37,224
J. Shreeve	Emergency Telecommunicator 3	SR09/step 07 to step 09	\$40,608 \$42,864
N. Stacey	Emergency Telecommunicator 3	SR09/step 02 to step 04	\$34,968 \$37,224
C. Wiseman	Emergency Telecommunicator 3	SR09/step 01 to step 03	\$33,840 \$36,096
P. Davis	Emer. Telecomm Training Officer	SR09/step 06 to step 08	\$39,480 \$41,736

Mr. Billy Lynch said in the December '02 meeting that a presentation was made to the Commission for consolidation of the Police and Fire Communications Center. It was noted that auditors recommended that response time be addressed to handle all medical matters quickly and efficiently. Those employees who participated in training as EMD's, and received certification would be granted a pay increase.

Ms. Brown said the two-step increment advance would be given to the individuals who have successfully completed training and testing requirements for an Emergency Medical Dispatch certification. A total of ninety-eight people have been trained and are in various stages of training. There is a Paramedic EMT on the floor with the call takers to have someone available for questions and provide assistance. Each employee must achieve a 90% grade or above to qualify. She stated that response time has been improved by eight seconds.

**MOTION:** *After some discussion, Commissioner Rodriguez moved for approval of the requests as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

**PUBLIC WORKS**

REQUEST: Mr. Rick Conner, Director, represented by Mr. John Walker, requested approval of a Pay Advance of \$4,639 for Mr. Chace Anderson, Public Works - Assistant Director / Waste Management, effective February 16, 2003. (SR15)

Mr. Billy Lynch said Mr. Anderson has successfully implemented a new curbside Recycling Program, and has met objections and deadlines for the department's budget. Mr. Anderson has also hired / trained new employees, increased brush collection tonnage of 54%, increased daily operations of Household Hazardous Waste facility and reduced operational costs by 50%. Mr. John Walker concurred.

**MOTION:** *After some discussion, Commissioner Allen moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**WATER SERVICES**

REQUEST: Mr. Scott Potter, Director, represented by Ms. Robin Brown, requested approval for the following:

- a. Two Step Increment Advance for Customer Service Center Supervisors
  - 1. Shannon Wray, Billing Supervisor – step 2 to step 4 SR10
  - 2. Judy Ward, Telephone Supervisor – step 1 to step 3 SR10
  - 3. Gary Ragland, Field Activities Supervisor – step 6 to step 8 SR10
  - 4. Charles Gregory, Meter Reading Supervisor – step 4 to step 6 SR10

Ms. Brown said during restructuring in the Customer Service Center, the above mentioned employees accepted additional responsibilities. Ms. Ward, Ms. Wray, Mr. Ragland and Mr. Gregory will supervise and evaluate employees; prepare the budget; verify data and prepare reports within their section. The employees have performed an exceptional job and willingness to accept additional job duties to improve the department.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

## b. Bonus Recommendations – Water Services/Customer Service Center

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT</u>
Ross M. Biggerstaff	Customer Service Field Representative 3	150.00
Raymond Broughton,	Customer Service Field Representative 1	375.00
Rhonda J. Burnette,	Application Technician 3	130.00
David Chaney,	Customer Service Field Representative 3	125.00
Larry F. Cline	Customer Service Field Representative 3	550.00
Robert Collier	Customer Service Field Representative 1	150.00
Caleb H. Darwin, III	Customer Service Field Representative 1	575.00
Michael Fontaine	Customer Service Field Representative 1	625.00
George Gamble	Customer Service Field Representative 1	300.00
Thomas Haynes	Customer Service Field Representative 1	275.00
Joseph P. Henson	Customer Service Field Representative 1	575.00
Felix Hills, II	Customer Service Field Representative 1	300.00
Robert Humphrey	Customer Service Field Representative 1	350.00
Michael Illarramendi	Customer Service Field Representative 1	25.00
Jason T. Johnson,	Customer Service Field Representative 1	225.00
Jimmie L. Jones, Jr.	Customer Service Field Representative 1	425.00
Michael Lamb	Customer Service Field Representative 3	50.00
Eric D. Lavender	Customer Service Field Representative 3	100.00
Randall T. Lewis	Customer Service Field Representative 3	400.00
Michael E. Matlock	Customer Service Field Representative 2	125.00
Roger D. Moore, Sr.	Customer Service Field Representative 3	125.00
Frank Murray	Customer Service Field Representative 1	25.00
William D. Murphy	Customer Service Field Representative 1	25.00
Gary N. Nicholson	Customer Service Field Representative 3	350.00
Michael Ramsey	Customer Service Field Representative 1	75.00
Daniel R. Risner	Customer Service Field Representative 3	225.00
John Sherrill	Customer Service Field Representative 1	125.00
Anthony F. Sims	Applications Technician 3	100.00
Bobby J. Starkey, Jr.	Customer Service Field Representative 1	175.00
Christopher Waddell	Customer Service Field Representative 1	25.00
Elliot Waters	Customer Service Field Representative 1	150.00
Dorwin R. West, Sr.	Customer Service Field Representative 1	100.00
Paul Wray	Engineering Technician 3	50.00
Robert Lee	Industrial Maintenance Supervisor	250.00
Albert Thomas	Industrial Technician Master	250.00
Paul Lovell	Industrial Electrician 1	500.00
Linton Evans	Industrial Technician Master	500.00
Ken Sanders	Treatment Plant Technician 2	100.00
James Kenner Sr.	Treatment Plant Shift Operator	100.00
Milton Reese	Treatment Plant Technician 2	100.00
David Freisthuler,	Treatment Plant Technician 1	100.00
Douglas Wright	Treatment Plant Operator	100.00
Raymond Caldwell,	Treatment Plant Technician 1	100.00
Richard Madden	Treatment Plant Technician 3	100.00
David Young	Treatment Plant Technician 2	100.00
Clarence Blackburn	Treatment Plant Operator	100.00
Todd Tenpenny	Treatment Plant Operator	100.00
Mark Warriner	Engineer 3	500.00

Ms. Brown said there is a committee that represents each section of the department (from managers to employees). Requests for bonuses are submitted and are evaluated. If additional information is needed, the person making the request is invited to answer questions. Based upon that committee review, bonuses are recommended and awarded to each individual.

**MOTION:** *After some discussion, Commissioner Rodriguez moved for approval of the requests as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.*

### PLANNING COMMISSION

REQUEST: Planning Commission requested approval of Departmental rule revision

Mr. Billy Lynch said departmental rules require the Commission's review and approval. He stated that part-time employees are still considered non-civil service. Mr. Rick Bernhart, Director of Planning was present and said revision of the proposed rule will allow part -time employees consideration for accrual of pro-rated sick leave and vacation.

**MOTION:** *After some discussion, Commissioner Rodriguez moved for approval of the requests as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.*

## **HUMAN RESOURCES**

Mr. John W. Lynch, Director, submits the following for the Commission's consideration and appropriate action:

(1: Request from Attorney Bob Lynch, for the Commission to review the Civil Service status of Mr. Clifford Bell, a former employee with the Tax Assessor's Office.

ACTION: This item was deferred until the March meeting.

### (2: **JOB DESCRIPTIONS**

a. Targeted Class Change

Master Technician

#### Revisions

Emergency Vehicle Technical Supervisor  
 Emergency Vehicle Technician 2  
 Automotive Mechanic Certified  
 Emergency Vehicle Technician 1  
 Master Technician  
 Automotive Mechanic Leader  
 Equipment Mechanic Certified  
 Equipment Mechanic Leader

Ms. Jenna Smith said Master Technician will become a targeted class allowing Emergency Vehicle Tech's, Automotive Mechanics and Equipment Mechanic's (certified) to obtain the Master Technician, provided all criteria of this class are met under Policy B-1, upgrades for Targeted classes. As each employee receives certification, the employee will progress through the class series. Other revisions are made to clarify wording in the areas of education/experience and licenses.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

b. Job Description Revision requirements - In-Service Supervisory Training

Mr. Randy Lovett said that the proposed revision to the In-Service Supervisory Training requirement addresses needed changes to the training component (application and completion within twelve months).

c. Job Description – FLSA Designation/Revisions (Report Only)

Mr. Randy Lovett said changes were made on the following job descriptions to ensure compliance with FLSA:

Emergency Communications Center Asst. Supervisor	Non-Exempt
Museum Gift Shop Manager	Non-Exempt
Fire Instructor	Non-Exempt
Application Tech 3	Non-Exempt
Park Ranger Sergeant	Non-Exempt
Public Information Representative	Exempt
Program Specialist 2	Varies by Position
Golf Course Assistant Manager	Exempt

LATE ITEM

(3): Language clarification on Open Range Policy 5.10-II

Mr. Randy Lovett said the expansion of the Open Range program to all departments has developed a need for more flexibility in application of the approved policy. The current policy only allows for the increase one time per year (effective July 1). The proposed revision will allow flexibility in working with departments and their specific needs, while at the same time complying with the intent of the policy.

**MOTION:** *After some discussion, Commissioner Allen moved for approval of the requests as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.*

(4): Communiqués from the public on pending hearings

None.

With nothing further presented, the meeting adjourned at 9:20 a.m.

ATTEST:

APPROVED:

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**Mr. John W. Lynch, Director**  
**Civil Service Commission**

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**Mr. R. Steve Corbitt, Vice-Chairman**  
**Civil Service Commission**